

# ARIZONA CRIMINAL JUSTICE COMMISSION



## **FY 2022 Criminal Justice Innovative Grant Competitive Grant Announcement**

### **Eligibility**

State, local, and tribal government agencies and non-profit organizations that are in partnership with local law enforcement agencies.

### **Open Date:**

Applications may be started in the ACJC Grants Portal on Monday, February 1, 2021.

### **Deadline**

All applications are due by 3:00 p.m. on Friday, March 12, 2021.

### **For Assistance**

If you have any questions about this grant solicitation or are having difficulties with the Grant Management System, contact Siyeni Yitbarek at 602-364-1163, or Simone Courter at 602-364-1186 or e-mail [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

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## **ABOUT THE DRUG, GANG, AND VIOLENT CRIME CONTROL PROGRAM**

The Drug, Gang, and Violent Crime Control (DGVCC) program allows state, county, local, and tribal governments to support activities that combat drugs, gangs, and violent crime. The DGVCC program provides funding to support the components of a statewide, system-wide enhanced drug, gang, and violent crime control program as outlined in the [Arizona 2020-2025 Drug, Gang, and Violent Crime Control State Strategy](#).

The Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) funds, **CFDA #16.738**, awarded to Arizona by the United States Department of Justice, Bureau of Justice Assistance (DOJ/BJA) support program activities. The Byrne JAG program provides states, tribes, and local governments with critical funding necessary to support a range of program areas including law enforcement, prosecution and courts, prevention and education, corrections and community corrections, drug treatment and enforcement, planning, evaluation, and technology improvement, and crime victim and witness initiatives.

## **INTRODUCTION**

The Arizona Criminal Justice Commission (ACJC) is seeking applications for the **Criminal Justice Innovative Grant (CJI Grant)**. This grant opportunity furthers the Agency's mission by assisting state, local, and tribal criminal justice efforts to prevent or reduce drug and violent crime while improving the functioning of the criminal justice system, specifically through support for innovative and evidence-based practices, more effective information sharing, and multi-agency collaboration.

The CJI Grant targets persistently distressed neighborhoods facing significant drug and violent crime challenges. A successful CJI Grant application requires a plan for engaging a consortium of criminal justice, community, and human service partners (hereinafter referred to as "cross-sector partnership") and implementing a strategy addressing drug and violent crime in a specific community. The applicant is an active partner providing grant oversight and accountability. The applicant will ensure that it is committed to the cross-sector partnership, and can successfully oversee key enforcement, prevention, intervention, research and analysis, and community engagement strategies with regular input from criminal justice partners. Applicants are strongly encouraged to coordinate with and seek the support of state or local criminal justice agencies (law enforcement, prosecutor's office, public defender's office, probation office, courts, etc.) and local policymakers, and to connect CJI Grant with other drug and violent crime and community revitalization efforts.

## **ELIGIBILITY**

The following entities are eligible to apply:

- State Agencies
- Units of local government

- Tribal government agencies
- Non-profit organizations that are in partnership with a local law enforcement agency

A State agency or unit of local government may contract or make subawards to one or more neighborhood or community-based organizations that are private and nonprofit.

## **FUNDING: AWARDS, AMOUNTS, AND DURATION**

Anticipated number of awards: 2

Anticipated Maximum Dollar Amount of Awards: \$200,000

Period of Performance Start Date: July 1, 2021

Period of Performance Duration (Months): 36

Anticipated Total Amount to be Awarded Under This Solicitation: \$400,000

Once awarded, each grant award will have in place a special condition withholding all but \$50,000, which is designated for grantees to establish an action plan to implement the innovative project, developed within one year of the date of the initial grant award. The action plan must be submitted to the Commission staff for review.

### The action plan must:

- Describe the problem and the data that led to its identification.
- Include the methodology and description of the strategies or approach to be implemented and its anticipated results.
- Outline goals, objectives, and performance measures related to the project.
- List action steps or milestones, dates or timeline, and who is responsible for these steps/milestones.

## **COST SHARING OR MATCHING REQUIREMENT**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and ACJC approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm> .

## **PROGRAM DESCRIPTION**

### **Overview**

Innovative projects are new projects or approaches in a jurisdiction or community. These projects will offer fresh perspectives for reducing and preventing drug and violent crime at the state, local, or tribal government levels by identifying chronic or emerging drug and violent crime challenges and propose evidence based strategies to strengthen public safety.

By implementing innovative projects within communities, the CJI Grant directly supports priorities to reduce drug and associated violent crime, dismantle gang activity, assist communities struggling with drug abuse and violent crime, and support law enforcement agencies by integrating enforcement strategies into community-based crime reduction efforts.

The CJI Grant model is based on the principle that sustainable reductions in drug and violent crime require collaboration among partners in the criminal justice system, service providers, and the communities they serve. These partnerships extend to community development corporations and private businesses that are linked to the CJI Grant in local revitalization efforts.

For this solicitation, *community* is defined broadly as a geographic area that has social meaning for its residents. In urban areas, the term community may be used interchangeably with neighborhood to describe a specific geographic area that is delineated by major streets or other landmarks. In urban areas, a community is typically fewer than two miles wide, while in rural and tribal areas it is often larger and part of an entire county.

Recipients of funding under the FY 2022 CJI Grant Program will test promising crime prevention, response, and reduction practices; build their capacity to analyze and use crime intelligence and data; implement and test justice information-sharing technology; and establish a system for evaluating their effectiveness

## **PROGRAM SPECIFIC INFORMATION**

### **Innovative Grant Project Goals**

A successful innovative grant project will have at least one of the following goals from the 2020-2025 Statewide Strategy:

- Curtail the flow of illicit drugs, drug proceeds, and instruments used to perpetuate violence across Arizona.
- Reduce violent crime by implementing strategies and methods to combat crime and ensure public safety and hold offenders accountable.

- Reduce illicit drug use by enhancing prevention efforts and educating the community about the harms posed by illegal drugs and their abuse.
- Reduce recidivism and implement effective reentry efforts through comprehensive and collaborative strategies focused on successfully reintegrating offenders back into the community.

### **Innovative Grant Project Criteria**

The strength of an innovative grant project will be evaluated on the following criteria. The scoring criteria will be used to determine if the project is Highly Innovative, Strong Innovation, Mid-level Innovation, Minor Innovation, or No Innovation.

	<b><u>Criteria</u></b>
1.	The project is a new approach to the jurisdiction or community that does not duplicate or replicate existing services.
2.	The project includes evidence-based practices or policies.
3.	The problem of focus is a long-standing deep-rooted problem in the jurisdiction or community based on objective data.
4.	The project demonstrates the ability to solve the identified problem in the jurisdiction or community.
5.	Past efforts by the applicant have experienced success.
6.	Past successes are leveraged or built upon with a new approach to the jurisdiction or community.
7.	The new approach to the jurisdiction or community includes best practices from the field.
8.	The project defines the roles and responsibilities of a wide variety of stakeholders co-producing all parts of the project.
9.	Project output or outcomes are easily accessible or experienced by the public.
10.	The project supports an underserved population (defined by specific demographics or target audiences) or a racially diverse community, and the project includes cultural competency and trauma-informed response training as applicable.
11.	The project provides reasonable assurance (ex: a history of serving the targeted population) to serve the targeted demographics and clearly articulate output or outcomes to create a broad community impact.
12.	The project utilizes multiple funding sources, including in-kind and donations, to be fiscally responsible and effective.
13.	The project sustainability plan includes realistic funding and evaluation plan for an

	appropriate number of years after the project ends (evaluation findings must inform future planning, and evaluation planning should be tied to project objectives).
14.	The project has broad-based support from the community.
15.	Project development and implementation include appropriate subject matter experts and has clear goals, objectives, and performance measures.
16.	There is a strong, identified desire in the jurisdiction or community for the project services.
17.	Barriers to successful project implementation have been identified and assessed as low.
18.	The project creates value and new opportunities for the community.
19.	The project offers benefits that are an improvement on previous efforts to solve/address the problem.
20.	The innovative project is a means to achieving strategic goals.

### **Innovative Level Categories**

**Highly Innovative:** The project is original and a transformative solution to a problem. Innovation may create value and new opportunities for the community and offer benefits that improve previous efforts.

**Strong Innovation:** The project may not be original to the organization, jurisdiction, or system but offers significant value to the community.

**Mid-level Innovation:** The project is new to the organization, jurisdiction, or system. The innovation does not significantly change the organization's processes, service, or offerings than existing practices or approaches.

**Minor Innovation:** The project offers new components of existing approaches but is not an original or unique idea and does not provide value above past efforts.

**No Innovation:** The project lacks originality or newness to the organization, jurisdiction, or system and does not provide value above past efforts.

## **PROGRAM STRATEGY**

The CJI Grant is designed to implement projects aligned with ACJC's approved [Arizona 2020-2025 Drug, Gang, and Violent Crime Control State Strategy](#). The strategy identifies purpose areas for funding projects designed to address the drug, gang, and violent crime problem in the state. These purpose areas and definitions are as follows:

**Apprehension:** The apprehension purpose area may include, but is not limited to, efforts to enhance information sharing and intelligence exchange, approaches to address locally distinct

drug, gang, and violent crime-related challenges; and proactive policing strategies to address drug, gang, and violent crime such as multi-agency, multi-jurisdictional task forces.

**Prosecution:** The prosecution purpose area may include, but is not limited to, prosecutorial efforts in tandem with multi-agency, multi-jurisdictional drug, gang, and violent crime task forces; efforts to deny criminals currency, property, and drugs such as statewide civil forfeiture efforts; and other effective prosecution strategies to address drug, gang, and violent crime.

**Forensic Support Services:** The forensic support services purpose area includes activities such as evidence examination and analysis, development of investigative leads, training, providing expert courtroom testimony, and other forensic support services as they pertain to drug, gang, and violent crime-related cases.

**Adjudication and Sentencing:** The adjudication and sentencing purpose area may encompass a range of activities associated with court processes. Such activities include, but are not limited to, pretrial services, improved criminal court case processing, supporting specialty courts, and public defender services.

**Corrections and Community Corrections:** This purpose area includes projects responding to the needs of prison and jail facilities, and corrections practitioners for providing secure care to offenders of drug, gang, and violent crime. Projects may include but are not limited to, safety and security improvements, inmate programming, corrections equipment and technology, and contraband control and detection. Community corrections projects may include but are not limited to, pre-release planning, coordinating reentry services, and supporting probation and parole services for offenders of drug, gang, and violent crime.

**Substance Abuse Treatment for Corrections-Involved Individuals:** This purpose area includes, but is not limited to, providing residential substance abuse treatment for inmates, preparing offenders for re-entry into the community, and supporting community-based treatment and other broad-based aftercare services upon release.

**Prevention and Education:** This purpose area covers evidence-based interventions and environmental prevention strategies. Efforts should involve multiple sectors of the community and focus on reducing access and opportunity, enforcing consequences, and decreasing the likelihood of engaging in drug, gang, and/or violent crime by addressing risk and protective factors.

## **EVIDENCE-BASED**

Applicants proposing projects that include evidence-based programs, practices, or policies will be given additional points during the scoring process. Programs, practices, and policies are considered evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change.

OJP's [CrimeSolutions.gov](https://www.crimesolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. Additionally, when considering evidence-based programs and practices specific to reentry, it is recommended that applicants review the [What Works in Reentry Clearinghouse](#) for important research on the effectiveness of a wide variety of reentry programs and practices. The Clearinghouse provides a one-stop-shop for practitioners and service providers seeking guidance on evidence-based reentry interventions.

## **ALLOWABLE COSTS**

Funds may not be available in future years; therefore when requests are made to fund personnel or other ongoing activities or costs, applicants are strongly encouraged to identify future potential funding sources in the Project Summary section of the application. Also, applicants should have a sustainability plan to ensure the program is ongoing beyond the funding availability.

Eligible expenses include personnel, employee-related expenses (ERE), overtime, travel, operating costs, and costs related to contractual or consulting services. Equipment associated with project activities may be awarded on a limited basis if funding is available.

Priority funding will be given to budget categories of personnel salaries, employee-related expenses (ERE) or fringe benefits, and overtime to further support the activities to reduce drug crimes throughout Arizona.

## **RESTRICTIONS ON USE OF FUNDS**

Byrne Justice Assistance Grant funds cannot be used directly or indirectly for security enhancements or equipment to non-governmental criminal justice/public safety entities.

Indirect costs, not limited to expenses such as accounting, payroll, data processing, purchasing, personnel, and building use may not be requested through this grant program.

In addition, the following items are restricted:

- Vehicles, vessels, or aircraft<sup>1</sup>
- Luxury items
- Real estate
- Construction projects
- Any similar matters.

Funding may not be used to request positions for participating Federal agencies.

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<sup>1</sup> Vehicle, vessels or aircraft may be exempt as long as they are for the direct use of the drug task force. These items may require Commission and/or DOJ/BJA approval prior to encumbrance.



### *Non-Supplanting:*

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the OJP Financial Guide (Part II, Section 2.3).

## **Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. Applications will be submitted into the ACJC Grants Management Portal. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and ACJC makes the funds available.

Moreover, an applicant should anticipate that an application that ACJC determines is nonresponsive to the scope of the solicitation, or that ACJC determines does not include the application elements that ACJC has designated to be critical, will neither proceed to application review, nor receive further consideration. **For this solicitation, ACJC has designated the following application elements as critical: Program Statement, Project Summary, Level of Innovation, Evidence-based or Promising Best Practice, Collaborative Efforts, Goals, Objectives, and Measures, Evaluation Plan, Budget and Narrative, Sustainability Plan, and Logic Model.**

#### **A. Problem Statement**

The problem statement will identify the need for services in the community and be supported by statistical data. Describe the recent history of the jurisdiction or community and how drug and violent crime has impacted it. Describe the nature and scope of crime in the targeted jurisdiction or community, including hot spots where a large proportion of crime or types of crime occur, as compared with crime rates in the overall jurisdiction or community. Provide local or state data and a trend analysis for the specific targeted area (including Uniform Crime Reporting, FBI violent crime rates, calls for service, and survey results from target area residents) to support the discussion. It is strongly recommended that crime data be provided for at least three years or longer to demonstrate persistent serious drug and violent crime issues. Applicants should provide data that is verifiable and part of an official record system or report. The application review team will use this information to understand crime trends and confirm that the target jurisdiction or community generates persistent, high crime over a period of time. Describe the geographic boundaries of the targeted jurisdiction or community, as well as the population size and demographic makeup of the population of both the overall jurisdiction or community and targeted area where innovative strategy is proposed.

## **B. Project Summary**

The project summary will explain intended efforts and clearly address the goals of the grant. The project summary must address exactly and realistically how the project will solve or significantly impact the stated problem. The project summary must clearly state how the approach is an innovative approach that is new to the jurisdiction or community. The project summary will be consistent with the goals, objectives, and measures of the project and align with the evaluation and budget of the project. If there are any possible obstacles, the project summary should address how these obstacles will be handled. The description will identify all participants and stakeholders involved in the project. As part of the project summary, a timeline of project milestones, will be uploaded as an attachment (See Appendix C). The project summary will also include for positions funded by the project, either resumes or position descriptions uploaded as attachments.

## **C. Level of Innovation**

An innovative project is one that is a new approach to a jurisdiction or the community that does not duplicate or replicate existing services. The degree of project innovation based on the criteria in the grant announcement (see The Innovative Grant Project Criteria section). Application reviewers will utilize the criteria to score the application's level of innovation. The scoring criteria will be used to determine if the project is Highly Innovative, Strong Innovation, Mid-level Innovation, Minor Innovation, or No Innovation. Projects scored as No Innovation will not be considered for funding.

## **D. Evidence-based or Promising Best Practice**

Application must demonstrate that the proposed project falls into one of the following categories:

- *Evidence-Based or Evidence-Informed Policies and Practices:* Describes each evidence-based policy or practice to be employed and how it responds to the issue or need as a place-based strategy or with the targeted population.
- *Promising Best Practices:* Where there is strong evidence of an effective strategy, discusses current knowledge and how the promising strategy will be replicated in a new location, or offers strategic enhancements of an existing model for application to a different population.

## **E. Collaborative Efforts**

The project collaboration with other criminal justice agencies and community organizations is integral to a successful innovative grant project. The project should include and integrate as

many levels of government as possible by building and maintaining partnerships at federal, state and/or local levels, as appropriate. The project should describe new or existing activities to build community stakeholder participation. The project should discuss how communication with policy makers will occur related to criminal justice and community safety priorities. The proposal will also describe the plan to build the necessary infrastructure for effective community and resident partnerships. The collaboration should be supported by including letters of support from criminal justice partners, community leaders, or other key partners, uploaded into the ACJC Grants Portal as an attachment..

## **F. Goals, Objectives, and Measures**

Goals are broad intentions that are the desired, long-term purpose of the innovative grant project. Goals must be overarching and reasonable. Goals must relate to the problems identified and present meaningful impact. Objectives are clearly defined and measurable results (outcomes) that the innovative project is intended to achieve. Objectives must be reasonable, achievable, and logically connect to goals. Performance measures are numerical descriptions of work the stakeholder's work on the project, usually expressed in outputs and outcomes, and shows the achievement of objectives and attainment of goals. Measures must be appropriate and collectable and include outcomes that relate to project objectives.

## **G. Evaluation Plan**

The evaluation plan describes how data will be collected and used to measure effectiveness or success of the project. Data collection methodologies will clearly be defined (who will collect the data, who will report it, tool(s) used to collect the data, how often). The evaluation plan will include measures that are appropriate and collectable. The evaluation plan must identify who is responsible for performance measurement and how the information collected will be used to guide and assess the project. The evaluation plan must include evaluation processes that allow for assessing effectiveness and includes sound and reliable data.

## **H. Budget and Narrative**

The budget includes two critical parts in the ACJC Grants Portal: the line item detail (the specific types of expenses and amount) and the budget narrative that provides a justification in words for each budget item. The budget line item detail should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. The budget line item detail should present a complete itemization of all proposed costs. The budget line item detail must be complete, cost effective, and allowable (e.g. reasonable, allocable, and necessary). The budget line item detail must clearly align with project activities.

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget line item detail. The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. Matching funds, if included, must be clearly identified. If the project includes resources or cost sharing, this must be clearly stated.

## **I. Sustainability Plan**

Applicants must demonstrate strategic leveraging of federal, state, local, and tribal funding sufficient to ensure sustainability. A sustainability plan acknowledges the intent of the CJI Grant collaborative partners to continue high-impact activities beyond CJI Grant funding. When developing the sustainability plan, it is important that the cross-sector partnership remain thoughtful in identifying necessary resources and partners that support the project. Effective sustainability plans are tied directly to collaborative relationships with neighborhood partners that demonstrate the long-term commitment to neighborhood change.

## **J. Logic Model**

A logic model will be required for this grant application and must be uploaded as an attachment. Logic models are a summary of the grant proposal in table or illustration form. They are a visual way of presenting the relationships among all the resources you have to run the project, the planned activities to be conducted, and the hopeful outcomes the project will achieve. Logic models serve as a brief outline of the proposal, no more than one to two pages in length. An example/template of a logic model can be found in Appendix B. An adequate logic model will have the following elements:

- Resources/Inputs: What resources will you need to implement your project? Funds, yes, but what else?
- Activities: How will you implement the project? What will you actually do?
- Outputs: When your project is complete, what will you be able to report has been done? What can you count?
- Outcomes: What will change in the community or in people's lives as a result of your project?
- Impact: What kind of long-term positive impacts could this have?

## **SPECIAL REQUIREMENTS**

### A-133 Audit or Single Audit:

To meet federal audit requirements, one copy of the most recently completed financial audit must be uploaded into the ACJC Grants Portal at the time of the application. If your agency

does not have a current audit completed for the period ending June 30, 2020, a written explanation as to why and a timeframe for completion is required.

#### Logic Model

Applicants must complete a Logic Model and upload the document into the ACJC Grants Portal as part of the application. See **Appendix B** for an example of a Logic Model. Other types are acceptable as long as the model includes the elements listed in this solicitation.

#### Timeline

Applicants must complete a timeline and upload the document into the ACJC Grants Portal as part of the application. See **Appendix C** for an example of a timeline.

#### Letters of Support

Applicants should provide Letters of Support from criminal justice partners, community leaders (as defined by the local jurisdiction), and any other key members of the cross-sector partnership team or other entities that will be key partners in the CJI Grant strategy.

#### Uniform Administrative Requirements and Cost Principles<sup>1</sup>:

If the applicant's jurisdiction is awarded funds, it must comply with the Uniform Administrative Requirements and Cost Principles, 2 C.F.R. 200, indicated on the following link: [77 PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS Subpart A](#).

#### U.S. General Service Administration (GSA) Excluded Parties Listing Service:

If the applicant's jurisdiction is awarded funds, it must agree not to do business with any individual, agency, company, or corporation listed in the U.S. General Service Administration (GSA) Excluded Parties Listing Service (EPLS) found at [www.sam.gov](http://www.sam.gov).

## **CIVIL RIGHTS**

All recipients of federal funds, regardless of the type of entity or the amount of money awarded, must assure that they will not discriminate against any person on the grounds of race, color, religion, sex, national origin, age, or disability, in any program or activity funded in whole or in part by federal financial assistance. The recipient must certify that it will comply with all applicable non-discrimination laws and regulations, and must submit this assurance with the online application as a condition of receiving federal funds (See 28 CFR 42.204).

Specifically, the statute that governs OJP funded programs or activities (Section 809 C), Omnibus Crime Control & Safe Streets Act of 1968, as amended 42 U.S.C. 3789d, (the OJP program statute), prohibits such discrimination, as follows:

No person in any State shall on the ground of race, color, religion, national origin, sex (or disability)\* be excluded from participation in, be denied the benefits of, or be subjected to discrimination under or denied employment in connection with any program or activity funded in whole or in part with funds made available under this title.

\*Section 504 of the Rehabilitation Act of 1973 prohibits identical discrimination based on disability.

The Assistant Attorney General of OJP has delegated the enforcement of civil rights compliance of all OJP grantees to the Director, Office for Civil Rights (OCR). The director has civil rights enforcement responsibilities and determines through established policies and procedures whether any person is being excluded from participating in, denied the benefits of, subjected to discrimination under or denied employment in connection with the program or activity receiving OJP fund on these grounds. Where such discriminatory actions are found through compliance reviews or complaint processing the recipient agency may be determined to be in noncompliance for violation of the law and its signed assurances. If attempts to secure voluntary compliance through negotiations are not successful, the sanction of suspension or termination of funding is required by statute. Some specific forms of discrimination that are prohibited are set out in the OJP program statute's implementing regulations 28 CFR 42.203. For more information consult the Office for Civil Rights (OCR) website at [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr).

"Applicants must certify that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination based on limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Street Act, the applicant is required to take reasonable steps to ensure that LEP persons have meaningful access to programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary." *Limited English Proficiency, A Federal Interagency Website* <http://www.LEP.gov>

## **EQUAL EMPLOYMENT OPPORTUNITY PLAN (EEOP)**

**Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review:** An EEOP must be developed by each DOJ grant recipient with 50 or more employees that receive an award of \$25,000 or more under the Omnibus Crime Control and Safe Streets Act of 1968 either directly from the Office of Justice Programs (OJP) or as a sub-grant from a state planning agency such as the Commission.

**Declaration Claiming Complete Exemption:** Regardless of the amount of funding or number of employees, if the recipient agency is an educational institution, a non-profit organization, Indian tribe, or medical institution, the agency is eligible to file a certification form claiming complete exemption from the EEOP requirement.

Submissions of the EEOP vary depending on the entity type, number of employees, and funding level of a grantee agency.

An acceptable Equal Employment Opportunity Plan or Certification Form Claiming Complete Exemption or Claiming Exemption from the EEOP Submission Requirement must be submitted to the Office of Justice Programs (OJP), U.S. Department of Justice, Office for Civil Rights, 810 7<sup>th</sup> Street N.W., Washington D.C. 20531. An EEOP is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of

men and women in the workplace, regardless of race, color, or national origin. The Department of Justice (DOJ) comprehensive guidelines for developing an Equal Employment Opportunity Plan can be found at 28 CFR § 42.301 et seq.

The following guidelines should be used to determine what information if any must be submitted to the Office for Civil Rights (OCR):

An agency **must submit** a Certification Form Claiming Complete Exemption if it is a non-profit organization, educational institution, Indian tribe, or medical institution; has less than 50 employees; or is not receiving a single grant or sub-grant award of at least \$25,000. Section A of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).

An agency **must submit** a Certification Form Claiming Exemption from the EEOP Submission Requirement if it has 50 or more employees and is receiving a single grant or sub-grant award of at least \$25,000, but less than \$500,000. Section B of a certification form must be completed and filed with the OCR and a copy sent to the Commission (certification form is attached).

An agency **must submit** a copy of its EEOP or EEOP Short Form to OCR and send a copy to the Commission if it is receiving a single grant award of \$500,000.

**All grantees must forward to OCR a copy of any finding for discrimination made against their agency after a due process hearing (within the past three years) within 30 days of such finding.**

For more information consult the Office for Civil Rights (OCR) web site at [www.ojp.usdoj.gov/ocr](http://www.ojp.usdoj.gov/ocr)

## **EQUAL TREATMENT FOR FAITH-BASED ORGANIZATIONS (Equal Treatment)**

The Department of Justice (DOJ) promulgated a regulation that ensures a level playing field for the participation of faith-based organizations as well as other community organizations in receiving grant funds by:

- Prohibiting discrimination for or against an organization based on religion, religious belief, or religious character in the administration or distribution of federal funds;
- Allowing a religious organization that participates in grant-funded programs to retain its independence and continue to carry out its mission, provided that grant funds do not support any inherently religious activities. While inherently religious activities are permissible, they must be separate in time and place from the funded program, and participation in such activities by individuals receiving services must be voluntary;
- Clarifying that faith-based organizations can use space in their facilities to provide grant-funded services without removing religious art, icons, scriptures, or other religious symbols; and
- Ensuring that no organization that receives direct financial assistance can discriminate against a program beneficiary, or prospective beneficiary, based on religion or religious belief. The regulation applies to DOJ grantees and sub-grantees (see 28 C.F.R. 38). For additional information, please visit [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

#### Civil Rights Training:

If the applicant is awarded funds, it must agree that within 90 calendar days of award acceptance, the agency will participate in any required civil rights-related training to ensure compliance with all federal and state civil rights laws.

### **REPORTING REQUIREMENTS**

Monthly Financial reports: Grantees are required to submit monthly financial reports for expenditure reimbursement along with supporting documentation. Supporting documentation includes invoices and proof of payment for all expenditures such as (a) copies of canceled warrants or Electronic Funds Transfer (EFT) documentation, (b) documentation from an official accounting system which includes payee, date, amount paid, and warrant, EFT or payment, (c) copies of invoices, and (d) payroll records for personnel expenditures, including overtime and Employee Related Expenditures (ERE).

Quarterly Activity Reports: Grantees are required to report on data variables established by the Arizona Criminal Justice Commission.

Data variables grantees will report will be based on the goals, objectives, and measures submitted in the application and may contain additional variables as determined by ACJC's Statistical Analysis Center. ACJC Quarterly Activity Reports will be submitted into the ACJC Reporting System.

Federal Performance Reports: Additionally, grantees will be required to submit quarterly data directly to the Bureau of Justice Assistance's (BJA) Performance Measurement Tool (PMT).

In addition to any other reporting requirements, grantees are expected to cooperate fully in any state program evaluation or national evaluation efforts required by the federal government.

### **SCORING PROCESS AND FUNDING DECISION**

Each grant application will be scored by a team of qualified individuals based on the scorecard in Appendix A. The [Arizona 2020-2025 Drug, Gang, and Violent Crime Control State Strategy](#), Byrne Justice Assistance Grant guidelines, Department of Justice Financial Guide, and 2 C.F.R. 200 will provide further guidance to application reviewers.

Arizona Criminal Justice Commission staff will prepare a proposed allocation plan based upon the results of the scored grant applications and present the proposed allocation plan to the Drug, Gang and Violent Crime Committee of the Commission for review. The Committee will present a recommendation regarding the allocation plan to the full Commission for review and final action. The proposed allocation plan will be made available to applicants five (5) days prior to the funding meeting. Funds will be disbursed to agencies in accordance with the Commission's final approved allocation plan for the grant period of July 1, 2021, through June 30, 2024.

Staff may provide additional information to assist the Commission in making funding decisions. This information may include but is not limited to, past performance, including achievement of



past goals and objectives or outcomes on other grants or projects, and financial and/or programmatic monitoring deficiencies.

Please note: a scored application does not guarantee an award.

## **HOW TO APPLY**

Grant applications must be completed and submitted using the **ACJC Grants Portal**. Detailed instructions on how to access the grants portal, as well as application creation instructions, are available at <https://grantsportal.azcjc.gov/> in the MANUALS section of the grants portal.

**Paper or emailed applications will not be accepted. All applications and attachments must be submitted through the ACJC Grants Portal. Applicants new to the ACJC Grants Portal must register for an account before accessing the ACJC Grants Portal and completing an application.**

***The application must be successfully submitted no later than 3:00 p.m. on Friday, March 12, 2021. Late applications will not be accepted or be considered by the Commission.***

Funding recommendations will be presented for the Commission's approval at the meeting on Thursday, May 20, 2021. If approved, a list of funded projects will be available no later than Friday, June 4, 2021.

Questions concerning this grant program, or the application process, should be directed to Siyeni Yitbarek (602-364-1163), Program Coordinator, or Simone Courter (602-364-1186), Program Coordinator, or 1-877-668-2252 (outside Maricopa County), or by email at [dcadmin@azcjc.gov](mailto:dcadmin@azcjc.gov).

## **APPEAL PROCESS**

Pursuant to A.R.S. § 41-2704, protests of an award or proposed award may be made to the Arizona Criminal Justice Commission. A Commission appeal hearing outcome for an award of the Coronavirus Emergency Supplemental Funding Program may be made to the Director of the Department of Administration and shall be resolved in accordance with the Rules of Procedure pursuant to A.R.S. § 41-2611.

## Appendix A

### Scorecard - Criminal Justice Innovative Grant Application

Scorecard			
Category	Description	Valuation	Maximum Possible Score
Problem Statement	<p>The problem statement identifies the need for services in the community and is supported by statistical data.</p> <ul style="list-style-type: none"> <li>Describes recent history of jurisdiction/community and how drug and violent crime have impacted it.</li> <li>Describes the nature and scope of crime in the targeted jurisdiction/community, including hot spots where a large proportion of crime or types of crime occur, as compared with crime rates in the overall jurisdiction/community.</li> <li>Provides local/state data and a trend analysis for the specific targeted area (including Uniform Crime Reporting, FBI violent crime rates, calls for service, and survey results from target area residents) to support discussion.</li> <li>Describes the geographic boundaries of the targeted jurisdiction/community, as well as the population size and demographic makeup of the population of both the overall jurisdiction/community and targeted area where innovative strategy is proposed.</li> </ul>	Judgment	100
Project Summary	<p>Project summary describes project to be supported. The project summary will explain intended efforts and clearly address the goals of the grant.</p> <ul style="list-style-type: none"> <li>Address exactly and realistically how the project will solve or significantly impact the stated problem.</li> <li>Clearly states how the approach is an innovative approach that is new to the jurisdiction or community.</li> <li>Is consistent with the goals, objectives, and measures of the project and align with the evaluation and budget of the project.</li> <li>If there are any possible obstacles, the project summary addresses how these obstacles will be handled.</li> <li>Description identifies all participants and stakeholders involved in the project.</li> <li>The project summary includes a timeline of project milestones, uploaded as an attachment.</li> <li>The project summary includes for positions funded by the project, either resumes or position descriptions uploaded as attachments.</li> </ul>	Judgment	100
Level of Innovation	<p>Degree of project innovation based on the criteria in the grant announcement.</p> <ul style="list-style-type: none"> <li>The scoring criteria will be used to determine if the project is Highly Innovative, Strong</li> </ul>	Judgment	200

	Innovation, Mid-level Innovation, Minor Innovation, or No Innovation.		
Evidence-Based or Promising Best Practice	<p>Applicant demonstrates that the proposed project falls into one of the following categories:</p> <ul style="list-style-type: none"> <li>• <b>Evidence-Based or Evidence-Informed Policies and Practices:</b> Describes each evidence-based policy or practice to be employed and how it responds to the issue or need as a place-based strategy or with the targeted population.</li> <li>• <b>Promising Best Practices:</b> Where there is strong evidence of an effective strategy, discusses current knowledge and how the promising strategy will be replicated in a new location, or offers strategic enhancements of an existing model for application to a different population.</li> </ul>	Factual	50
Collaboration Efforts	<p>The project collaborates with other criminal justice agencies and community organizations.</p> <ul style="list-style-type: none"> <li>• Builds and maintains partnerships at federal, state and/or local levels</li> <li>• Describes new or existing activities to build community stakeholder participation</li> <li>• Discusses how communication with policy makers will occur related to criminal justice and community safety priorities</li> <li>• Describes plan to build the necessary infrastructure for effective community and resident partnerships</li> <li>• Includes letters of support from criminal justice partners, community leaders, or other key partners.</li> </ul>	Judgment	100
Goals, Objectives, and Measures	<p>Goals and objectives identify intended project accomplishments.</p> <ul style="list-style-type: none"> <li>• Goals are overarching and reasonable</li> <li>• Goals relate to the problems identified and present meaningful impact</li> <li>• Objectives are reasonable and achievable and logically connect to goals</li> <li>• Measures are appropriate and collectable, and include outcomes that relate to objectives</li> </ul>	Judgment	150
Evaluation Plan	<p>Description of how data will be collected and used to measure effectiveness or success of project.</p> <ul style="list-style-type: none"> <li>• Data collection methodologies clearly defined (who will collect the data, who will report it)</li> <li>• Measures are appropriate and collectable</li> <li>• Identifies who is responsible for performance measurement</li> <li>• Identifies how the information collected will be used to guide and assess the project</li> <li>• Includes evaluation processes that allow for assessing effectiveness and includes sound and reliable data.</li> </ul>	Factual and Judgment	50

Budget	<p>Budget is complete, cost effective, and allowable (e.g. reasonable, allocable, and necessary).</p> <ul style="list-style-type: none"> <li>• Budget is clearly aligned with project activities</li> <li>• Narrative description is complete, ties to requested amounts, and explains planned expenditures</li> <li>• Matching funds are included (if applicable)</li> <li>• Includes resource or cost sharing</li> </ul>	Factual and Judgment	150
Sustainability Plan	<p>Outlines a strategy for sustainment when the grant ends.</p> <ul style="list-style-type: none"> <li>• Demonstrates strategic leveraging of federal, state, local, and/or tribal funding sufficient to ensure sustainability.</li> <li>• Acknowledges the intent of the grant collaborative partners to continue high-impact activities beyond grant funding.</li> <li>• Identifies necessary resources and partners that support the project.</li> <li>• Identifies any collaborative efforts that must be maintained to ensure continued implementation of the project.</li> <li>• Sustainability plan is tied directly to collaborative relationships with jurisdiction/community partners that demonstrate the long-term commitment to jurisdiction/community change.</li> </ul>	Judgment	50
Logic Model		Factual	25
Timeline		Factual	25
Total:			1,000

## Appendix B

### Logic Model

Your Planned Work		Your Intended Results		
Resources/Inputs	Activities	Outputs	Outcomes	Impacts
What resources will you need to implement your project? Funds, yes, but what else?	How will you implement the project? What will you actually do?	Project Measurement: When your project is complete, what will you be able to report has been done? What can you count?	Project Results: What will change in the community or in people's lives as a result of your project?	What kind of long-term positive impacts could this have?
<i>(Example) Drug Treatment Counselors</i>	<i>Provide drug treatment to individuals placed in diversion program</i>	<i>Number of individuals successfully completing diversion</i>	<i>Reduction in number of people using drugs</i>	<i>Safer and healthier communities</i>

**Note: Other formats are acceptable as long as similar information is provided.**

## Appendix C

### Timeline

Project Timeline	
Month	Tasks to be Accomplished and Milestones
<Month 1>	<Task or Milestone>
<Month 2>	<Task or Milestone>

**Note: Other formats are acceptable as long as similar information is provided.**

## **APPLICATION CHECKLIST**

\_\_\_ Application submitted via ACJC's Grants Portal  
<https://grantsportal.azcjc.gov/>

\_\_\_ A-133 Audit (Upload as an attachment.)

\_\_\_ Logic Model (See Appendix B for example. Upload as an attachment)

\_\_\_ Timeline (See Appendix C for example. Upload as an attachment.)

\_\_\_ Resumes of participants on the project or position descriptions of those proposed to be covered by the grant (Upload as an attachment.)

\_\_\_ Letters of support from criminal justice partners, community leaders, or other key partners.